

**GUIDELINES FOR OUTSIDE ORGANIZATIONS
USING BETHANY UNITED METHODIST CHURCH**

Adopted November 20, 2002 by the Administrative Board

1. Each organization shall provide the name, address and phone number of the contact person (to be on file in the church office). This individual is solely responsible for clean up, lights out and doors locked.
2. Facilities used for a meeting will be returned to their original arrangements and left in a neat manner for the next user. Any furniture moved shall be returned. If furniture or equipment is broken or in need of repair, the church office shall be notified as soon as possible. Church equipment required shall be arranged for ahead of the meeting time. If it becomes necessary to restore order and/or cleanliness, the organization will be assessed a charge for additional custodial services.
3. Any equipment (such as sound, lighting, heaters, temporary walls or food preparation appliances) brought in by an organization shall be reviewed by the pastor and Trustees. Note: This is for fire and safety protection.
4. A telephone is available in the hallway outside the church office for local calls only.
5. Since groups will occasionally meet simultaneously, it is imperative that each organization is considerate of the other groups.
6. Organizations are expected to use only the room(s) assigned. In the event other space is necessary and available, the church office shall be notified as soon as possible.
7. Any organization desiring to use the kitchen for any reason must contact the president of the United Methodist Women for permission.
8. It is recommended that organizations using the building on a continuous basis provide their calendar of activities to the church secretary thirty days prior to the beginning of each month in order to reduce conflicts of meeting time and space. Bethany reserves the right to alter or terminate the location or time of meeting in order to accommodate church groups and programs. The contact person shall be advised as far in advance as possible if this should become necessary.
9. All organizations shall receive a copy of the *Building Use Policy and Guidelines*, and an agreement shall be signed by the contact persons indicating they have read and will abide by the policy and guidelines. In the event there is a change of contact persons, their keys shall be returned to the church office and new keys will be issued. (Keys are issued to persons, not positions.) Furthermore, an updated *Building Use agreement* shall be signed.
10. Whenever the *Building Use Policy or Guidelines* are revised, all organizations shall receive the new copy and contact persons shall sign a new agreement.